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## Claims

 A method of assigning access information for a teleconference to a group of conferees, comprising:

assigning a conference I.D. number to the group of conferees;

dividing the conference I.D. number into a first portion and a second portion;

assigning an input sequence to the group of conferees, the input sequence being derived from the first portion of the conference I.D. number; and

assigning a PIN to each conferee of the group of conferees, the PIN being derived from the second portion of the conference I.D. number.

- The method as claimed in claim 1, further comprising assigning access information
  to a predetermined teleconference to each conferee of the group of conferees based on a
  combination of the input sequence and the PIN entered by each conferee.
- 3. The method as claimed in claim 1, wherein dividing the conference I.D. number into a first portion and a second portion includes dividing the conference I.D. number in half.
  - 4. The method as claimed in claim 1, wherein dividing the conference I.D. number into the first portion and the second portion includes selecting alternate digits of the conference I.D. number to form the first portion, and forming the second portion from the remaining digits of the conference I.D. number.
    - 5. The method as claimed in claim 1, wherein assigning the input sequence includes assigning to the group of conferees an IP address.
  - 6. The method as claimed in claim 1, wherein assigning the input sequence includes assigning a telephone number.
  - 7. A method of allocating available space on a teleconferencing bridge to a group of subscriber units, the method comprising:

receiving information derived from a telephone number upon which a call from a subscriber unit is received;

receiving a PIN from the subscriber unit;

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deriving, from the PIN and the information derived from the telephone number, a conference I.D. number;

validating the conference I.D. number; and

allocating the space to the subscriber unit based on a result of validating the conference I.D. number.

- The method as claimed in claim 7, wherein receiving information derived from the telephone number includes receiving an area code associated with the telephone number.
- 9. The method as claimed in claim 7, wherein deriving the conference I.D. number comprises combining the PIN and at least a portion of the information derived from the telephone number.
  - 10. The method as claimed in claim 7, wherein deriving the conference I.D. number comprises combining a string of digits derived from the PIN with the information derived from the telephone number.
  - 11. A computer readable medium encoded with a plurality of instructions for execution on at least one processor, the plurality of instructions performing a method for accessing a teleconference, the method comprising:

receiving information derived from an input sequence entered by a subscriber unit;

receiving a PIN from the subscriber unit;

deriving, from the PIN and the information derived from the input sequence, a conference I.D. number; and

validating the conference I.D. number.

12. The computer readable medium as claimed in claim 11, wherein the method further includes connecting the subscriber unit to a predetermined teleconference based on the validation of the conference LD, number.

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- 13. The computer readable medium as claimed in claim 11, wherein deriving the conference I.D. number comprises combining the PIN and at least a portion of the information derived from the input sequence.
- 5 14. The computer readable medium as claimed in claim 11, wherein the input sequence includes a string of digits.
  - 15. The computer readable medium as claimed in claim 14, wherein the string of digits is a telephone number.
  - 16. The computer readable medium as claimed in claim 14, wherein the string of digits is an IP address.
  - 17. A teleconferencing bridge including at least one programmable device effecting a sequence of instructions comprising:
    - receiving information derived from a first string of digits entered by a conferee; receiving a PIN entered by the conferee;
    - deriving, from the PIN and a portion of the information derived from the first string of digits, a conference I.D. number; and
- 20 validating the conference I.D. number.
  - 18. The teleconferencing bridge as claimed in claim 17, wherein the sequence of instructions further comprises connecting the conference to a predetermined teleconference based on the validation of the conference I.D. number.
  - 19. The teleconferencing bridge as claimed in claim 17, wherein the at least one programmable device includes a digital signal processor (DSP).
  - 20. The teleconferencing bridge as claimed in claim 17, wherein the programmable device includes a storage element that stores a database of records corresponding to a plurality of conferees.